

From: Department of Elections  
To: Judges of the Circuit Courts  
..Clerks of Circuit Court  
Chairs of Political Parties  
CC: Directors of Election/General Registrars  
Electoral Board Members  
Date:  
Subject: Electoral Board Job Description

Attached please find the Job Description for electoral board members. Code of Virginia §24.2-106 provides for a three-member electoral board in each county and city, appointed by a majority of the circuit judges of the judicial circuit, based on recommendations of the local political parties that are due each year on January 15.

The electoral board is responsible for the administration of many aspects of elections for the locality as well as the appointment and oversight of the General Registrar/Director of Elections, who handles voter records.

This job description is being provided to the Circuit Court Judges, Clerks of Court and political party chairs as a guide in considering the individuals for appointment to local electoral boards. The importance of electoral board members in ensuring that elections across the Commonwealth are fair, transparent and uniform requires electoral board members who are committed to these goals and capable of carrying out the responsibilities necessary to accomplish them.

Please ensure that all appropriate parties receive this information.

Thank you for your attention to this matter.